UNITED NATIONS

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Secretariat

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18 August 1995

ADMINISTRATIVE INSTRUCTION*

To: Members of the staff

From: The Assistant Secretary-General for Public Information

Subject: REGULATIONS FOR THE CONTROL AND LIMITATION OF DOCUMENTATION

Addendum

PRINCIPLES GOVERNING UNITED NATIONS DEPOSITORY LIBRARIES

I. GENERAL

1. In order to make its documents and publications available throughout the world, the United Nations maintains a system of depository libraries to which such documents and publications are sent under the conditions outlined in sections III and IV below.

II. AUTHORITY TO DESIGNATE DEPOSITORY LIBRARIES

2. The designation of depository libraries is the responsibility of the United Nations Publications Board, acting on the advice of the Director, Library and Publications Division, Department of Public Information at United Nations Headquarters. When making a decision, the Board shall take into account the views of the country concerned and those of interested departments or offices of the United Nations Secretariat.

3. All correspondence with depository libraries shall be conducted by the Director, Library and Publications Division, Department of Public Information.

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* This administrative instruction supersedes documents ST/AI/189/Add.11/Rev.1 of 17 November 1975 and ST/AI/189/Add.11/Rev.1/Amend.1 of 24 November 1980.

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It shall be the responsibility of the Director to keep the Publications Board and other departments and offices of the Secretariat that may be concerned informed of this correspondence.

III. CRITERIA FOR THE DESIGNATION OF DEPOSITORY LIBRARIES

4. All Member States, States that are not Members and Non-Self-Governing Territories are entitled to one free depository library, normally the national library or another major research library located in the capital city. In addition, the national parliamentary library, if open to the public, is also entitled to receive material free of charge.

5. Depository libraries which, upon request, supply the United Nations libraries in New York and/or at Geneva with publications or services of a value equivalent to the contribution outlined in paragraph 7 below shall also receive material free of charge.

6. Additional depositories may be designated under the conditions outlined in paragraphs 7 and 8 below. In making such designation, consideration shall be given to the expected use to be made of the documents and publications, the evidence of interest and need, the degree of development of institutions of higher learning and libraries, the area and population and the overall geographical distribution of the depository libraries in the countries concerned. Normally, no more than one depository shall be designated in any one city.

IV. CONDITIONS OF DEPOSIT

7. Since 1 January 1975, depositories other than those described in paragraphs 4 and 5 above have been required to pay an annual contribution towards the cost of maintaining the system. The standard scale of contributions is as follows:

(a) Depositories located in developing countries: $200 per year for partial deposit (Official Records and printed publications); $300 per year for full deposit (Official Records, printed publications and masthead documents);

(b) Depositories located in developed countries: $900 per year for partial deposit, and $1,400 per year for full deposit.

8. Contributing depository libraries that provide publications or services of a value which is approximately one half the standard applicable contribution shall pay one half the amount of that contribution.

9. The contributions towards the cost of maintaining the system shall be collected by the Sales Section, Office of Conference and Support Services, and the Dag Hammarskjöld Library shall be kept informed of the status on a monthly basis.

10. The deposit entitlement commences with the date of designation and is not retroactive.

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11. All designated depository libraries are expected to place the material received in the care of qualified library staff, to keep it in good order and to make it accessible to the public, free of charge, at reasonable hours. They are also expected to make deposited items available through interlibrary loan or photocopy to users within their area who cannot easily visit the depository library concerned.

12. Depository libraries are also expected, upon request of the Dag Hammarskjöld Library at United Nations Headquarters, to provide to it bibliographical assistance and similar services within the limits of their ability and to supply publications that they normally distribute free of charge or on exchange.

13. The United Nations inquires into the observance of the conditions of deposit by questionnaires or by visits. Questionnaires shall be sent every two years in February. It is the obligation of each depository library to return the completed questionnaire promptly. Failure to do so shall result in suspension of documents distribution. United Nations Information Centres and libraries in the United Nations system have been requested to arrange periodic visits by their personnel to the depository libraries. The Publications Board reserves the right, when evidence is presented that the conditions of deposit are not being satisfactorily met, to withdraw depository status or transfer it to another library in the same area.

14. Requests by depository libraries for changes in the deposit entitlement, transfer of the depository status to another library in the same area or withdrawal from the system shall be subject to approval by the Publications Board.

V. EXTENT OF DEPOSITED MATERIAL

15. All depository libraries shall receive automatically, according to their needs, all publications offered for sale and public information material distributed free, if available in the official language of their choice. Normally, the entitlement shall be limited to material in one official language.

16. Those depository libraries that, in the opinion of the Publications Board, are able to handle a larger volume of material shall receive, in addition, all other generally distributed documents and publications of the United Nations - whether printed or masthead - if available in the official language of their choice. Normally, the entitlement shall be limited to material in one official language.

17. Depository libraries so requesting may receive selected series only from among those included under the deposit entitlement as described in paragraphs 15 and 16 above.

18. Depository libraries that can provide appropriate viewing facilities are entitled to a 50 per cent discount from the list price if they subscribe through the United Nations Sales Section to sets of microform editions of documents and publications.

VI. IMPLEMENTATION

19. Distribution of documents to all depository libraries shall be made by the Distribution Section, Office of Conference and Support Services, at United Nations Headquarters, by the Distribution and Sales Section of the United Nations Office at Geneva, by the documents distribution services at the Vienna International Centre, by the Documents Reproduction and Distribution Unit of the United Nations Environment Programme (UNEP) and the documents distribution service of the United Nations Centre for Human Settlements (Habitat) at Nairobi. The regional commissions shall distribute their own documents to depository libraries in their respective regions. The Department of Public Information shall arrange for distribution of material issued by United Nations Information Centres to depositories in their respective areas of operation.

20. Claims for material not received in due course shall be submitted by depository libraries in accordance with instructions, using forms provided for this purpose by the United Nations.

21. At the beginning of each calendar year, an invoice for the period 1 January through 31 December shall be mailed by the Sales Section to the depository libraries concerned.

22. At the beginning of each calendar year, a report on the visits referred to in paragraph 13 above, carried out during the preceding year, shall be submitted to the Publications Board by the Head Librarian of the Dag Hammarskjöld Library at United Nations Headquarters.

23. Detailed instructions on the implementation of these principles are issued in a separate document under the symbol ST/LIB/13/Rev.5.